

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES**

**Montpelier Elks
Montpelier, VT
January 26, 2012**

APPROVED

PRESENT: Charity Baker, Cara Berryman, Megan Brown, Jim Candon, Jack Carson, Jeff Cassarino, Kathi Cassidy, Susan Chiefskey, Wade Cole, Chris Cosgrove, Anne Cote, John Cross, Jerry Fortin, Alan Frost, Laurette Garrand, Barb Hagen, Harmony Harriman, Lisa Harrington, Marybeth Heiskell, Marlena Hughes, Mike Jenzen, Dan King, Mary Koen, Sue Kuzma, Tod Lessard, John Long, Paul Major, Eric Marchese, Troy McAllister, Katherine Miller, Mary Nelson, Jan Noskey, Wilhelmina Picard, Broni Plucas, Mary Poulos, Bob Salzman, Sheila Sayah, Len Schmidt, Bobbi Shutts, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Chad Thompson, Scott Tomlinson, Peter VanWageningen, Tom Woods

ABSENT: Dennis Bonanza, Pauline Dwyer, Mike Lacoss, Dana Lesperance, Mo McIntyre

Announcements

1. Gene Rembisz has retired from the Barre campus.
2. Peggy McLenithan has taken a job at a public school in Bennington with their literacy program.
3. Dana is on extended leave to be with his nephew who is ill. Please email Wilhelmina if you have any issues that can't wait for his return.
4. Congratulations to Laurette who got married last weekend! Her new last name is Garrand.

Approval of Meeting Minutes

Jan Noskey moved to approve the meeting minutes of December 8, 2011. Barb Hagen seconded the motion. The minutes were approved.

Students

- a. Barnes & Noble – Patrons of Barnes & Noble donated over 700 books and games. Angie and Barb have labeled and boxed books for every campus to be picked up at the end of the meeting today.
- b. Instructional Technology –
 1. Scott and Mike have been elected as co-chairs of the Technology Committee.
 2. Scott, Charity, Alan and Mary will be looking at purchasing new computers and will be sending out a survey about the student lab computers.
 3. A technology request form is being developed and the process for downloads and purchasing software is being developed. You need to contact Alan before purchasing software or doing downloads.

4. Instructions will be sent by Alan on procedures for running security scans between flash drives and computers.
5. Before students will be able to use the internet they will need to sign an Acceptable Use Agreement. This agreement is in the process of being created.
6. Still working on the specifics of use of mobile devices.
7. Internet connections for the street campuses are still moving forward.
8. Check out the Education Technology Specialist endorsement through the DOE.
9. Technology Integration Award – Awarded to John Cross by one of his students.

Campuses

- a. Ning – Troy has upgraded the Ning to now include chat features that can be used instead of traveling for meetings or to have discussions with teachers at other campuses when students move. Access to grandfathered letters and grad plans can also be found on the Ning.

School

- a. Action Plan – The faculty broke into three groups to look at the Action Plan and discuss progress, challenges, suggestions, and changes for each section. A brief report-out from each group was shared.
- b. Level of Service Inventory (LSI) – Director of Programs, Kim Bushey discussed the schools role with the LSI.
- c. Governance Committee – The committee met in January and will be meeting the first Friday of each month as needed. Information about the meeting can be found in the January CHSVT newsletter.
- d. Curriculum Committee – The Curriculum Manual can be found on the Ning. Please feel free to provide comments/feedback and clarifying language. A new syllabus was proposed and examples were shared and questions answered. The committee is planning on rewriting the syllabi that is currently being used to include new criteria for credit. See the Ning for discussion and updates.
- e. Policy Committee – The Policy Committee meets on the second Thursday of each month. Bobbi has resigned as the committee chair. Jan has been elected as the new chair and Lisa is the secretary. There is an opening on the committee recently vacated by Gene's retirement. Nominations were tabled. Email Jan if you are interested in being on the committee. The Committee is looking at the Procedures Manual and how to integrate with the new faculty council.

Announcements Continued

Student Work – Anne Cote shared information about a former student, Randy Peters, who has self-published a book that is now for sale at Amazon titled Vengeance in the North Woods.

Wilhelmina will be meeting with Bill Lawhorn and staff from the Department of Libraries to discuss the duties and functions of the Department of Libraries and what services they are

responsible for providing in the facilities. It would be helpful to have a discussion on the Ning to get an idea what would be helpful for each campus/facility library. More information will be shared on the Ning so check the site often for updates.

The administrators are still meeting regularly to discuss the structure of the school's informational technology system and purchasing a student information system. Meetings with AHS IT are still occurring. The Office of Civil Rights recently required all schools to provide information that CHSVT cannot provide with our current system. Wilhelmina has sent letters to the DOC Commissioner and the CHSVT Board Chair informing them that the school will be out of compliance without a new system in place. This could affect our NEASC accreditation.

George Cross has been elected as the new chair of the CHSVT State Board. George is a former superintendent of schools as well as a former legislator. He has been a very valuable asset during this legislative session as has Board member, Jason Gibbs.

George, Jason and Wilhelmina met with Alice Emmons from House Institutions about rewriting some of the language in Title 121 around local and state board membership. Wilhelmina will send a copy of the bill to the faculty.

In order to allow for public access to State Board meetings so as to abide by the open meeting law there will not be any more state board meetings in facilities.

Board member Holly Tippet is a marketing specialist and she is using her expertise to put together a marketing plan for the school to raise awareness within DOC as well as the public.

A special progress report due to NEASC about roadblocks and challenges for the school has been submitted by Wilhelmina.

CHSVT Central office is due to move to Industrial Ave, in Williston, on February 6th or 7th. More information to follow.

Troy is planning on offering more professional development at future faculty meetings.

The meeting adjourned at 2:15 p.m.

Respectfully Submitted,

Sheila Sayah